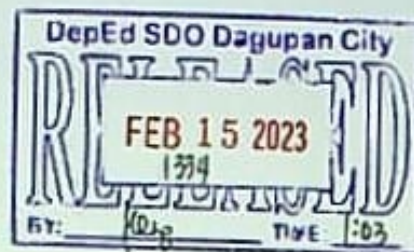




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 70 s. 2023

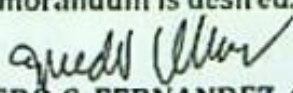
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School District Supervisors
Field Staff
L&D Coordinators
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 14 February 2023

Subject: SUBMISSION OF 2023 INSET ACCOMPLISHMENT REPORT AND
OTHER RELEVANT DOCUMENTS

1. Pursuant to DepEd Memorandum DM-OUHROD-2023-0517 and Regional Memorandum No. 106, s. 2023, the Schools Division Office in Dagupan City enjoins all schools to submit their **INSET Accomplishment Report** with the attached approved proposal, training matrix, and L&D annual implementation plan. The hard copy shall be submitted to the Records Section on or before **February 20, 2023**. The said documents will be used for validation purposes.
2. All school heads and L&D coordinators are also enjoined to complete the **Form 1: School-Based In-Service Training (INSET) Report** on or before **February 21, 2023**. Google sheet of the said form will be sent via FB Messenger of each school head.
3. Immediate and widest dissemination of this memorandum is desired.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Reference: DM-OUHROD-2023-0517 and Regional Memorandum No. 106, s. 2023
Encl.: Accomplishment Report and Form 1: School-Based In-Service Training (INSET) Report
To be indicated in the Perpetual Index
under the following subjects:

HRD

L&D

INSET

Form 1: School-based In-Service Training (INSET) Report

Fill in the yellow cells with the requested information. Choose from the options in the green cells (drop-down).

I. SCHOOL PROFILE

Region:		School Head:	
Division:		Contact No. and/or Email Address:	
School:			
School ID:			

II. CONDUCT OF INSET

Date/s of Conduct		Participants		Quality Assurance	Remarks
Total Duration (Male		NCAP-Recognized	
Venue		Female		CPD-Accredited	
Utilized Budget Per Capita	Total INSET Fee	Total		SSO-Reviewed	

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks	Domain 1							
	Domain 2							
	Domain 3							
	Domain 4							
	Domain 5							
	Domain 6							
	Domain 7							

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks	Domain 1							
	Domain 2							
	Domain 3							
	Domain 4							
	Domain 5							
	Domain 6							
	Domain 7							

INSET Topics	Delivery Modality	PPST Strands Addressed						
Remarks	Domain 1							
	Domain 2							
	Domain 3							
	Domain 4							
	Domain 5							
	Domain 6							
	Domain 7							

Note: Duplicate the row of cells for INSET Topics as necessary.

Challenges and Issues Encountered	Recommendations
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Summary of PPST Strands Addressed		
1.1		4.1
1.2		4.2
1.3		4.3
1.4		4.4
1.5		4.5
1.6		5.1
1.7		5.2
2.1		5.3
2.2		5.4
2.3		5.5
2.4		6.1
2.5		6.2
2.6		6.3
3.1		6.4
3.2		7.1
3.3		7.2
3.4		7.3
3.5		7.4
		7.5

Prepared by:

(Name)

Position



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY
NAME OF SCHOOL

PROGRAM COMPLETION REPORT

Learning Service Provider:		
LSP Authorization No.:	Expiry Date:	
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program/Course Title:		
PD Recognition No.:	Date of Recognition:	
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
M and E Analysis <i>Analysis should include:</i> <ul style="list-style-type: none">• Summary of results from the participants' evaluation of the program (Kirkpatrick level 1)• Summary of Results from the participants' learning of the program (pre/post-test) <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i> <i>*Use attachment template (pre/post test)</i>		
General Comments and Issues Encountered <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none">• its delivery<ul style="list-style-type: none">- resource persons/learning facilitators- participants- content of program- delivery strategies- training materials• its management<ul style="list-style-type: none">- prior to delivery- during the training proper <i>Other issues</i>		





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Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.
 Sign off by the Program/Course Manager or its equivalent

P/C Manager:
Signature:
Date:

Quality Assured:

SEPS, HRD	MITCHELLENE V. RIVO	SEPS, SMME	ISAGANI D. ROSARIO
Signature		Signature	
Date		Date	

Recommending Approval:

SGOD Chief	EDILBERTO R. ABALOS	CID Chief	MARIA LINDA R. VENTENILLA
Signature		Signature	
Date		Date	
Assistant Schools Division Superintendent	MARCIANO U. SORIANO, JR. PhD., CESO VI		





Republic of the Philippines
Department of Education
NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES

Signature	
Date	

Approved:

Schools Division Superintendent	AGUEDO C. FERNANDEZ, CESO V
Signature	
Date	

